

EMERGENCY SERVICES COORDINATOR

POSITION VISION:

The fundamental reason the Emergency Services Coordinator exists is to supervise and oversee the Fire Support program; monitor citywide emergency fires and medical services to the citizens. Serves as liaison between Police and Fire Departments, and other city, county, and state agencies. This classification performs responsibilities under general direction from the Emergency Management Officer.

ESSENTIAL FUNCTIONS:

Manages and supervises the Fire Support program; ensure staff conformance to city standards and policies; acts as a liaison between the program and Rural/Metro. Represents the Director of Emergency Services in their absence.

Performs duties as directed to ensure conformance of the City contract for fire and medical services; responds to major emergency incidents including Police, Fire, and emergency medical teams to monitor and assist as required. Plans and conducts citywide training and disaster drills.

Communicates and meets with medical, fire, and hazardous materials personnel and city officials on issues and concerns.

Tracks compliance of contract performance measures by the vendor fire department; investigates service complaints about fire and medical services.

Verifies random sample reports involving response data from vendor; collects and analyzes data in order to make recommendations for change in policies and standards based on trends and performance.

Operates a variety of standard office equipment including a personal computer, requiring continuous and repetitive eye and arm or hand movement.; communicates by radio and phone; and operate City vehicle. Responds to emergency call-outs; stands for long periods in all weather conditions; physically moves persons, vehicles and other property.

Produces written documents and statistical analysis with clearly organized thoughts using proper sentence structure, punctuation and grammar.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Fire hazards and unsafe conditions and practices;
Fire codes and regulations;
Modern firefighting procedures and methods;
Basic information relating to electrical, mechanical, plumbing, and structural codes;
Building construction and fire protection and life-safety systems

Ability to:

Deal effectively and communicate with co-workers, City officials, and the public in routine and emergency situations; exercise independent judgment and act decisively in emergencies involving danger to the community.

Perform all Emergency Services functions and procedures; comprehend and make recommendations involving local ordinances, state and federal laws.

Safely operate a motor vehicle; read maps; work in situations involving body fluids, hazardous materials, firearms, and a variety of evidence.

Work in a variety of weather conditions; stand or sit for long periods of time, and physically lift or move persons or objects.

Keep up-to-date with fire codes and regulations.

Education & Experience

At least five years Fire services including basic firefighter techniques, hazardous material handling, and incident command experience with college coursework in Fire Science, Hazardous Materials, Criminal Justice, or Emergency Management required. College degree in Fire Science or related field preferred.

Special Requirement:

Must possess a valid Arizona driver's license with no major driving citations in the past 39 months. Must be available for emergency call-out incidents as required and work a flexible schedule including nights, weekends, and holidays.

FLSA Status: Exempt

HR Ordinance Status: Unclassified